



CITY OF REDMOND

APPLICATION REQUIREMENTS FOR:

CONDITIONAL USE PERMIT

An appointment must be scheduled to submit your application to the Development Services Center. Please call 425-556-2494 to schedule your appointment. Applications delivered by courier or by mail will not be accepted. Failure to include all items will result in the application being deemed incomplete and will not be reviewed until complete.

Did this project have a Pre-Application meeting with the Technical Committee? Y N If Yes, what was the most recent pre-app date? _____ What was the file # of the pre-app? _____

Did this project have a Pre-Application meeting with the Design Review Board? Y N If Yes, what was the most recent pre-app date? _____ What was the file # of the pre-app? _____

Please note that the submittal requirements below may change periodically. These submittal requirements are dated **September, 2002**.

I. APPLICABILITY

All building and construction permits require the review and approval of a site plan **except for:**

- A. Detached single-family residential buildings;
- B. Signs determined by the Code Administrator to comply with review criteria set forth in Section 20F.20.20
- C. Tenant improvements not encompassing modification to the exterior of an existing building.

The Technical Committee, composed of the Departments of Planning and Public Works, reviews all site plans for compliance with the State Environmental Policy Act and the Redmond Community Development Guide.

II. PROFESSIONAL PREPARATION

All components of the Conditional Use Permit application shall be prepared by the appropriate professional(s) licensed in the State of Washington. A license stamp or registration number, whichever is applicable, as well as the signature, shall be provided on the face of Conditional Use Permit application materials.

III. GENERAL

The applicant shall check each item below to confirm these items are included in the application submittal package:

- ☐ A. Completed General Application Form and Project Contact Form.
- ☐ B. Application Fees (please provide receipts from Technical Committee and Design Review Board pre-application meetings in order to determine the Pre-Application meeting credit).
- ☐ C. Vicinity map (suitable for public notice purposes) with labeled streets and north arrow on 8 1/2" x 11 sheet of paper
- ☐ D. Three (3) copies of CAO Report (see 20D.140 or CAO User's Guide to determine if applicable).
- ☐ E. Three (3) copies of a Preliminary Stormwater Report prepared by a registered Civil engineer including:
 - 1. Map of off-site areas draining on-site.

2. Preliminary stormwater calculations of 6 months, 2 year, 10 year, 25 year and 100 year storm peak flow rates for:
 - Pre Development (wooded or meadow site)
 - Post Development (proposal)
3. Approximate sizing of Stormwater Quality and Quantity Control systems

- ☐ F. A SEPA Application form, together with nine (9) copies of a City of Redmond SEPA Checklist. Complete responses must be provided to all questions.
- ☐ G. Depending upon the size of the project, seven (7) copies of a traffic study may be required. Please consult the Engineering Division Office.
- ☐ H. A completed SEPA/CAO Fee Worksheet
- ☐ I. Ten (10) copies of the statement of design intent are optional (up to one page).
- ☐ J. Submittal of photographs of the site keyed to a site plan. (Maximum of 1 roll of 3½" x 5" print.) showing existing structures, adjacent properties and structures, direction of access to the site and all pertinent conditions of the property.
- ☐ K. One 8 ½" x 11" sheet outlining special design requirements for specific districts, neighborhoods or uses.
- ☐ L. For projects proposed to be phased, please provide a phasing plan identifying the proposed timing of each phase and a clear delineation of those improvements to be constructed for each phase.
- ☐ M. One (1) 8 ½" x 11" reduced site plan suitable for public notice purposes.
- ☐ N. Two (2) copies of Title Report (dated within 90 days of the submittal date) for all parcels involved
- ☐ O. The completed School Concurrency Form, if applicable, is encouraged to be submitted at time of application, but not required. The form must be completed, however, prior to issuance of a SEPA Threshold Determination and/or prior to recommending approval for the proposal.

IV. FORMAT: For multi-sheet applications, the engineering site plan, architectural site plan and landscape plan shall all use the same base maps unless prior arrangements have been made. Additionally, a sheet index must be provided on the face of all plan sets.

- ☐ A. Ten (10) sets of site plans labeled "Site Plan" (which includes all information on cover sheet A, attached). Completed Cover Sheet A must be attached.
- ☐ B. Ten (10) sets of landscape plans labeled "Landscape Plan" (which includes all information on cover sheet B, attached). Completed Cover Sheet B must be attached.
- ☐ C. Ten (10) sets of building elevations, floor plans, roof plans and lighting plans, labeled "Building Elevations, Floor/Roof/Lighting Plans" (which includes all information on cover sheet C, attached), Completed Cover Sheet C must be attached.
- ☐ D. For large sites, ten (10) copies of a composite site plan, civil engineering plan, and a composite landscape plan showing the entire site on one 22"x34" sheet.
- ☐ E. All plans must be folded and grouped in sets (each set to include one of each type of plan). Architectural fold is preferred.

V. DESIGN REVIEW

The following items must be submitted at least 14 days prior to the Design Review Board meeting.

- ☐ A. Twelve (12) copies of a vicinity map that shows all properties and existing land uses within 500' of the subject property.

- ☐ B. Twelve (12) copies of a Statement of Design Intent on an 11"x 17" sheet of paper, consistent with the standards set forth in RCDG Chapter 20D.40, Design Standards. The statement should include text and conceptual drawings and should be based upon a well-defined concept which responds to the community goals and policies identified within Chapter 20D.40, Design Standards.
- ☐ C. Twelve (12) copies of an 11" x 17" sheet outlining all site requirements including front, street, rear and side setbacks, maximum height, maximum lot coverage of structures and/or impervious surface area, maximum FAR/density, minimum and maximum parking spaces and minimum landscaping requirement. This sheet shall be stapled to the front of the reduced plans described in item C below.
- ☐ D. Twelve (12) sets of 11"x17" site, elevations (including mechanical equipment screening), landscape plans, roof plan, floor plans, lighting plans (including cut sheets and photometrics) and contextual site plans (including existing and proposed buildings and their uses, pedestrian connections, open space areas and parking areas within 100 feet of the subject property) .
- ☐ E. For new construction or redevelopments, twelve (12) sets of 11"x17" perspectives showing proposed structures as viewed from public right-of-way, public trails or other public spaces. Perspectives should also show how the project relates to neighboring structures.
- ☐ F. One set of landscape plans only (not mounted on form board), at least 22"x 34" sheet size.
- ☐ G. One set of **colored** site, elevations, perspectives (showing neighboring structures), and landscape plans mounted on foam board. Elevations must show screening of roof top mechanical equipment. These may be provided at the meeting. Mounted set must be at least 24"x36" in size.
- ☐ H. Photos of the subject and adjacent properties keyed to the contextual site plan required in item C above. Photos may be provided at the meeting.
- ☐ I. Final color and material boards to include all significant materials and colors for:
 - Exterior Finish (color chips, minimum of 4"x 4")
 - Windows/Frames
 - Doors/Frames
 - Trim, Flashings, etc.
 - Roofing (if visible), and rooftop mechanical equipment screening material

Material boards must be at least 24"x36" in size. Items must be labeled to correspond with elevation drawing labels.



CITY OF REDMOND
CONDITIONAL USE PERMIT APPLICATION REQUIREMENTS
COVER SHEET A - SITE PLAN

Ten (10) sets of site plans (labeled "Site Plan"), sheet size 22"x34" or smaller, drawn to an engineering scale of 1" = 20' or larger are required. All components of the application shall be prepared by the appropriate professional(s) licensed in the State of Washington. A license stamp or registration number, whichever is applicable, as well as the signature, shall be provided on the face of application materials.

Please check each item below and write the applicable page # to confirm the item is included on the site plan.

- ☐ Plans have been stamped and signed by the appropriate professional.
- ☐ 1. General Information:
- ___ a. Legal description and parcel number(s) of the subject property. Page #___
 - ___ b. Proposed UBC Construction type. Page #___
 - ___ c. Site size: gross and net (square feet and acres). Page #___
 - ___ d. Dwelling units allowed and proposed (residential). Page #___
 - ___ e. Gross floor area allowed and proposed (non-residential). Page #___
 - ___ f. Open Space/landscaping required and provided. Page #___
 - ___ g. Impervious surface allowed and proposed. Page #___
 - ___ h. Parking required, and provided. Page #___
 - ___ i. Building height allowed and proposed. Page #___
- ☐ 2. Onsite Traffic Circulation including consideration for the following:
- ___ a. Backing zones (away from heavy use areas). Page #___
 - ___ b. Fire Department access and turnaround. Page #___
 - ___ c. Stacking/queuing of vehicles. Page #___
 - ___ d. Drop off zones. Page #___
 - ___ e. Parking areas, including stall delineation and dimensions. Page #___
 - ___ f. Truck/delivery areas with dimensions and turning radii. Page #___
 - ___ g. Parking layout (designed by a registered engineer for parking lots exceeding 200 spaces). Page #___
- ☐ 3. Pedestrian/Transit/Bike Access:
- ___ a. Sidewalk locations. Page #___
 - ___ b. Bike rack locations. Page #___
 - ___ c. Pedestrian circulation within parking lot. Page #___
 - ___ d. Connections to adjacent properties. Page #___
 - ___ e. Public Safety features. Page #___
 - ___ f. Connection from parking to building entrances. Page #___

For the subject property and surrounding properties within fifty (50) feet of the subject property unless otherwise noted, including adjacent rights-of-way, the following information shall be shown. These items shall be prepared by a registered Civil engineer in accordance with **City of Redmond Design Standards**, using 1990 City of Redmond datum for vertical and horizontal control:

- ☐ 4. On and off-site conditions, existing and proposed.
- ___ a. Existing and proposed property lines and lots. Page #___
 - ___ b. Dimensions and ground elevations of existing and proposed structure(s). Page #___
 - ___ c. Proposed topography including heights of proposed retaining structures and rockeries. Page #___
 - ___ d. Profiles of existing or proposed road grades in excess of 10 percent. Page #___

- ___e. Existing and/or proposed easements. Page #___
- ___f. Existing and/or proposed public or common use areas. Page #___
- ___g. Fences and other development features. Page #___
- ___h. Distances between existing and proposed structures on and off the subject property. Page #___
- ___i. All existing and proposed driveways, intersections and lane channelization within 150 feet of the subject property. Page #___
- ___j. Existing streams, wetlands, ponds and other surface water features and associated buffers, and flood prone areas. Page #___
- ___k. If the project is located in a floodplain, you must provide the Base Flood Elevation. Page #___
- ___l. Tree Preservation
- Preliminary Tree Preservation Plan, labeled “Tree Preservation Plan” showing the surveyed location and drip line of all trees four (6) inches or greater in diameter at breast height (4½' above grade) within the site and for fifty (50) feet outside of the site. Individual trees shall be identified by size and species. Page #___
 - Where stands of more than twenty-five (25) trees will not be disturbed, the applicant must depict the size and species name of each significant tree, with the drip line of the stand together with a note indicating the total number of significant trees within the stand. Page #___
 - Each tree shown must be designated as removed, retained (no construction within 5 feet of the drip line), or impacted (trees proposed to remain, but have construction within the drip line or 5 foot drip line setback (only retained trees may be counted toward the 35% tree retention requirement). Page #___
 - The five-foot drip-line setback shall also be shown for all trees proposed to be retained and impacted. Page #___
 - A tree health assessment, labeled “Tree Health Assessment” prepared by a certified arborist shall be required for all trees on site that are 6 inches or greater in diameter. The tree health assessment shall also verify that all trees designated as retained are healthy trees.
 - Completion of Tree Preservation Summary Table (Attached)
- ___m. Existing and proposed roadway improvements, including sidewalk curb and gutter, tapers and street lights within 150 feet of the subject property. Page #___
- ___n. Existing topography at 2-foot contours based upon an actual field survey. Larger contour intervals may be allowed on steep sites. Spot elevations of existing and proposed conditions may be shown for flat sites with no more than 5 feet of total elevation change. Page #___
- ___o. Existing and proposed utilities:
- ___i. location and size of water facilities, including water meters and side sewers (Design Standards available at the Permit Center). Page #___
 - ___ii. location and size of sanitary sewer facilities (Design Standards available at the Permit Center). Page #___
 - ___iii. location and size of storm sewer facilities. Page #___
 - ___iv. power, power poles, gas, telephone and cable Page #___
 - ___v. fire hydrants. Page #___
 - ___vi. vaults. Page #___
 - ___vii. boxes. Page #___
 - ___viii. underground duct runs. Page #___



CITY OF REDMOND
CONDITIONAL USE PERMIT APPLICATION REQUIREMENTS
COVER SHEET B - LANDSCAPE PLAN

Ten (10) sets of landscape plans (labeled “Landscape Plan”), sheet size 22"x34" or smaller, drawn to engineering scale of 1" = 20' or larger are required. All components of the application shall be prepared by the appropriate professional(s) licensed in the State of Washington. A license stamp or registration number, whichever is applicable, as well as the signature, shall be provided on the face of application materials.

Please check each item below and write the applicable page # to confirm the item is included on the landscape plan.

- ☐ Plans have been stamped and signed by the appropriate professional.
- ☐ 1. A conceptual drawing indicating the following in accordance with Redmond Community Development Guide Section 20D.80.10, Landscaping and Natural Screening.
 - ___ a. existing vegetation to be retained. Page #___
 - ___ b. general location of proposed trees, shrubs and ground cover. Page #___
 - ___ c. a plant schedule providing the scientific name, common name, size and spacing of each plant as well as specie alternatives for trees, shrub masses and ground cover. Page #___
 - ___ d. vegetation for blank screening. Alternatives to blank wall screening/relief could include:
 - ___ i Material Differentiation
 - ___ ii Texture Pattern
 - ___ iii Color Variation. Page #___
 - ___ e. parking/vehicle use area screening. Page #___
 - ___ f. Proposed location and species of replacement trees required. Replacement trees shall be designated as such on the plan and be distinguished from other landscape trees. Page #___
- ☐ 2. Location, square footage, percentage, and dimensions of applicable landscape areas.
 - ___ a. Interior parking lot landscaping with computation of vehicle use areas. Page #___
 - ___ b. Linkage system landscaping - Downtown zone only. Page #___
 - ___ c. Perimeter landscaping and parking lot perimeter landscaping. Page #___
 - ___ d. Foundation planting. Page #___
 - ___ e. Minimum required and proposed site landscaping (percentage). Page #___



CITY OF REDMOND
CONDITIONAL USE PERMIT APPLICATION REQUIREMENTS
COVER SHEET C - BUILDING ELEVATIONS, FLOOR PLANS
ROOF, AND LIGHTING PLANS

Ten (10) sets of building elevations, floor plans and roof plans (Labeled “Building Elevations/Floor Plans/Roof Plans/Lighting Plans”), sheet size 22"x34" or smaller drawn to architectural scale of 1/8" or 1/4" = 1' are required.

Applicant shall check each item below and write the applicable page # to confirm the item is included on the plans.

- ☐ Plans have been stamped and signed by a licensed architect.
- ☐ 1. Front, rear and side building elevations of proposed structures showing proposed colors and materials with shadows to clarify building massing. Please review the Redmond Community Development Guide Section 20D.40, Design Standards. Elevations shall include the following:
 - ___ a. Doors and windows. Page #___
 - ___ b. Mechanical equipment and penetrations (including louvers, vents, exhaust fans, meters, etc.). Page #___
 - ___ c. Scuppers and downspouts. Page #___
 - ___ d. Exterior lighting fixtures/surveillance devices. Page #___
 - ___ e. Notes and graphic representation of exterior materials and architectural details. Page #___
 - ___ f. Height of buildings measured in accordance with the definition in Section 20A.20.080. Page #___
- ☐ 2. Floor plans including:
 - ___ a. On-grade floor plans. Page #___
 - ___ b. Upper floor plans (if applicable). Page #___
 - ___ c. Below grade parking plan (if applicable). Page #___
- ☐ 3. Color and material boards to include all significant materials and colors for:
 - ___ a. Exterior finish
 - ___ b. Windows/Frames
 - ___ c. Doors/Frames
 - ___ d. Trim, flashings, etc.
 - ___ e. Roofing (if visible)
- ☐ 4. One set of colored elevations.
- ☐ 5. Roof plans and rooftop mechanical equipment screening details including:
 - ___ a. Color
 - ___ b. Materials
 - ___ c. Height
 - ___ d. Sight angles within 500 feet
 - Page #___
- ☐ 6. Dumpster screening details including:
 - ___ a. Colors, materials and height
 - ___ b. On-grade utility enclosures
 - ___ c. Screen type (wall or landscape)
 - ___ d. Noise attenuation
 - Page #___

- ☐ 7. Exterior lighting plans, labeled "Lighting Plan" including:
- ___ a. Manufacturer specification sheets, cut sheets or other manufacturer information for all proposed lighting fixtures.
 - ___ b. The proposed location, mounting height, and aiming point of all exterior lighting fixtures.
 - ___ c. If building elevations are proposed for illumination, drawings shall be provided for all relevant building elevations showing the fixtures, the portions of the elevations to be illuminated, the luminance levels of the elevations, and the aiming point for any remote lighting fixture. Page #___
 - ___ d. Parking areas. Page #___
 - ___ e. Sidewalks/Pedestrian routes. Page #___
 - ___ f. Foot candle patterns to ensure no off-site glare or "dark" areas (for safety). Page #___

Upon review of the above lighting information, the Technical Committee may request the following:

A brief written narrative with accompanying plan or sketch demonstrating the objectives of the lighting.

Photometric data, color rendering index (CRI) of all lamps (bulbs), and other descriptive information on the fixtures, and if applicable or required, designation as Illuminating Engineering Society of North America (IESNA) "cut-off" fixtures.

Computer generated photometric grid showing foot-candle readings every ten feet within the property or site, and ten feet beyond the property lines, at a scales specified by the Technical Committee. Iso-footcandle contour line style plans are also acceptable.

Landscaping information that indicates mature tree size, shrubbery and other vegetation in order to evaluate the long term and seasonal effectiveness of lighting or screening of lighting.

- ☐ 8. Exterior signage concept (for commercial buildings and multi-family housing). Page #___
- ☐ 9. Adjacent, existing structures shall also be shown if within 10 feet of property line. Page #___



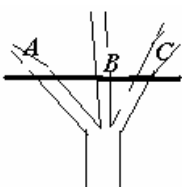
Guidelines for Demonstrating Conformance with Tree Protection Standards

Contact: For additional information regarding these guidelines, please contact the City of Redmond's Department of Planning and Community Development at 425/556.2494 or your assigned project planner.

Description: This handout is intended to both summarize tree protection requirements and to provide a sample format for demonstrating compliance with code.

Summary of Regulations: The following table summarizes the regulations related to tree preservation in the City of Redmond. For more information, please refer to RCDG [20D.80 Landscaping and Tree Protection](#).

Measuring Trees (DBH): **Single-Trunk Trees.** Trees are measured according to their Diameter at Breast Height, or "DBH". "DBH" is the diameter, measured straight across the tree trunk at 4.5' above grade.

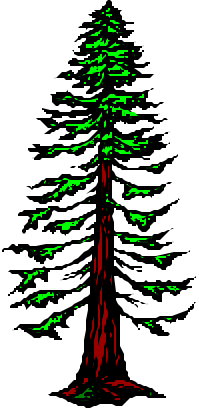


Multi-Trunk Trees. Where trees have more than one trunk or stem at 4.5' and those stems come from the same "base", the DBH for each stem at 4.5' is measured. The DBH is then the average of the DBHs of each the stems at 4.5' above the ground.

Example: In the picture to the left, where the horizontal dark line is at 4.5' high, the DBH would be the average of the diameters of A, B, & C. So, $DBH = (DBH_A + DBH_B + DBH_C) / 3$

	Proposed Action and Brief Definition		
Type of Tree (DBH)	Removal (The tree is cut down/removed from the site.)	Impacted (The tree is left standing, but ground disturbance is occurring within 5' of the tree's dripline.)	Retained (The tree is left standing and ground disturbance is NOT occurring within 5' of the tree's dripline)
Landmark (> 30")	Prohibited , unless approved by an exception. A written exception request is required. Mitigation required, i.e. replacement trees at a ratio of 3:1, if exception is approved.	Prohibited , unless approved by an exception. A written exception request is required. Preferred over Removal.	Required for all Landmark Trees , unless exception is granted.
Significant (6" - 30")	Regardless of the percentage of removed trees, mitigation, i.e. replacement trees at a ratio of 1:1, are required for each removed tree.	Encouraged over Removal.	35% of all Significant Trees Required.
Notes:	No more than 65% of healthy Landmark + Significant Trees may be removed , unless approved by an exception. If approved, then mitigation is required, i.e. replacement trees, at a ratio of 3:1 if exception is approved. <i>Tree Replacement Performance Bond required for each replacement tree. 3 year maintenance bond required after performance.</i>	<i>3-year Tree Replacement Performance Bond required for each replacement tree. The bond is used if an impacted tree dies and the applicant does not replace it.</i>	<i>5-year Tree Preservation Bond is required for each Retained Tree. The bond is used if an impacted tree dies and the applicant does not replace it.</i>

**Arborist
Report:**



An Arborist Report shall document (1) the trees on site and (2) any off site trees that will be impacted by clearing or other improvements within 5 feet of its drip line. At a minimum, the arborist's report shall:

1. Describe the site in narrative and provide an aerial or site plan documenting the locations of tree stands.
2. Describe the methodology, which must be considered the best of available science, that was used to rate each and every tree. Describe how trees were tagged in the field.
3. Document through a table the following for each tree of 6" or greater in dbh: Tree Number, Species, DBH, Health, Comment on Health, and Proposed Action. The Tree Number is that number that is affixed to the tree in the field and is used to identify it on a surveyed map.
4. Provide a surveyed map locating each tree, numbering each tree with its identification number, illustrating each tree's dripline, and illustrating 5' from each tree's dripline. Symbols shall be used and described in a legend to distinguish the following groups: Unhealthy Trees to be Removed, Significant Trees to be Removed, Landmark Trees to be Removed, Significant Trees to be Impacted, Landmark Trees to be Impacted, Significant Trees to be Retained, and Landmark Trees to be Retained.
5. Recommend actions for impacted trees and general management, as appropriate.
6. Provide a map illustrating the locations of replacement trees.
7. Provide an exception request for any proposed action that would not comply with the tree protection standards, such as: removing a healthy landmark tree or having a retained tree count below the required 35%.

**Summarizing
Compliance
with Code.**

*The following table provides you with the format that is required for summarizing a proposal's conformance with the City's tree protection regulations. The table must appear in the Arborist Report and on the Tree Preservation Plan, both of which are part of the application. **Please include the total number of trees that are 6" or greater and the number of unhealthy trees in the report.***

Tree Type	Proposed Action and Brief Definition			
	Removal	Impacted	Retained	Total
<i>Landmark (>30" dbh)</i>	<i>Number of removed landmark</i>	<i>Number of impacted landmark</i>	<i>Number of retained landmark</i>	<i>Total Landmark Trees</i>
	<i>% of Removed Landmark Trees of All Trees</i>	<i>% of Impacted Landmark Trees of All Trees</i>	<i>% of Retained Landmark Trees of All Trees</i>	<i>% Landmark Trees of All Trees</i>
<i>Significant (6" - 30")</i>	<i>Number of removed significant</i>	<i>Number of Impacted significant</i>	<i>Number of Retained significant</i>	<i>Total Significant Trees</i>
	<i>% significant removed of all significant trees</i>	<i>% Impacted of all significant</i>	<i>% Retained of all significant</i>	<i>% Significant Trees of All Trees</i>
<i>Totals</i>	<i>Number of Landmark + Significant Removed</i>	<i>Number of Landmark + Significant Impacted</i>	<i>Number of Landmark + Significant Retained</i>	<i>Total Number of ALL Trees</i>
	<i>% of removed of all Trees</i>	<i>% of Impacted of all Trees</i>	<i>% of Retained of all trees</i>	
<i>Replacement Trees</i>	<i># of Replacement Trees</i>	<i>N/A</i>	<i>N/A</i>	<i># of Replacement Trees</i>